# How Do I
## Kinship Care (Voluntary and Court Ordered)

**Non-Court Ordered/Voluntary Kinship Care Placements:**

Non-Court Ordered/Voluntary kinship care placements are <u>always</u> entered into a kinship case in which the child in the kinship care placement is the reference person. These placements are <u>never</u> entered into the birth family's CPS Family or Juvenile Justice case.

**Court Ordered Kinship Care Placements:**

Court ordered kinship care placement are <u>always</u> entered into the CPS Family or Juvenile Justice case of the child's biological family. <u>Never</u> enter these placements in a separate Kinship Care case with the child as the reference person. Court ordered kinship care placements do <u>not</u> include placements made per a guardianship order under WI Stat s 48.977 if the case does not remain open with the county agency for services (other than payment and annual kinship reassessment) <u>and</u> the county agency is not named as the legally responsible agency in the court order.



## Person Management Page (Voluntary)
### *Step 1of 5*

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.

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- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.



## Person Management Page>Additional Tab (Voluntary)
### *Step 2 of 5*

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.

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- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.



## Create Casework Page (Voluntary)
### Step 3 of 5

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

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## Placements and Services Page>Service Tab (Voluntary)
*Step 4 of 5*

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the appropriate date in the Placement Begin Date field.
- On the Placements and Services page, Service tab enter the appropriate Service Category, Kinship Care.
- Next enter the appropriate Service Type, **Kinship Care Provider – No Court Order.**
- In the Placement Status field choose **Kinship Care – Voluntary.**
- Notice that because you selected the appropriate Service Category and Type (Kinship Care Provider – No Court Order), and Placement Status (Voluntary) the Date Removed from his/her home field and the Child Removal from Home Reasons fields are disabled.

## Placements and Services Page>Service Tab (Voluntary) (continued)

*Step 4 of 5*

- Select appropriate values for the KIDS Referral information.

## Placements and Services Page>Provider Tab (Voluntary)
### Step 5 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the value of "Voluntary Placement".
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and send it to your supervisor choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

# How Do I
# Kinship Care (Voluntary and Court Ordered)



## Person Management Page (Court-Ordered)
### Step 1of 7

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

# How Do I
# Kinship Care (Voluntary and Court Ordered)



## Person Management Page>Additional Tab (Court-Ordered)
### Step 2 of 7
- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

# Create Casework Page (Court-Ordered)
*Step 3 of 7*

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

# How Do I
# Kinship Care (Voluntary and Court Ordered)



## Placements and Services Page>Service Tab (Court-Ordered)
*Step 4 of 7*
- On the Placements and Services page, Service tab, complete <u>all</u> needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page. Enter the appropriate date in the Placement Begin Date field.
- If this placement is converting a voluntary kinship care placement to a court ordered kinship placement take great care to ensure the placement dates do not overlap thus causing an overpayment. The start date of the court ordered placement must be at least one day after the end date of the voluntary placement.
- On the Placements and Services page, Service tab enter the appropriate Service Category, Kinship Care.
- Enter the appropriate Service Type, Kinship Care Provider – CHIPS or Kinship Care Provider – Juvenile Justice.
- In the Placement Status field choose Kinship Care – Court Ordered.

## Placements and Services Page>Service Tab (Court-Ordered) (continued)

*Step 4 of 7*

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

# How Do I
# Kinship Care (Voluntary and Court Ordered)



## Placements and Services Page>Provider Tab (Court-Ordered)
*Step 5 of 7*

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default value is "CHPS-Other".
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and send it to your supervisor choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

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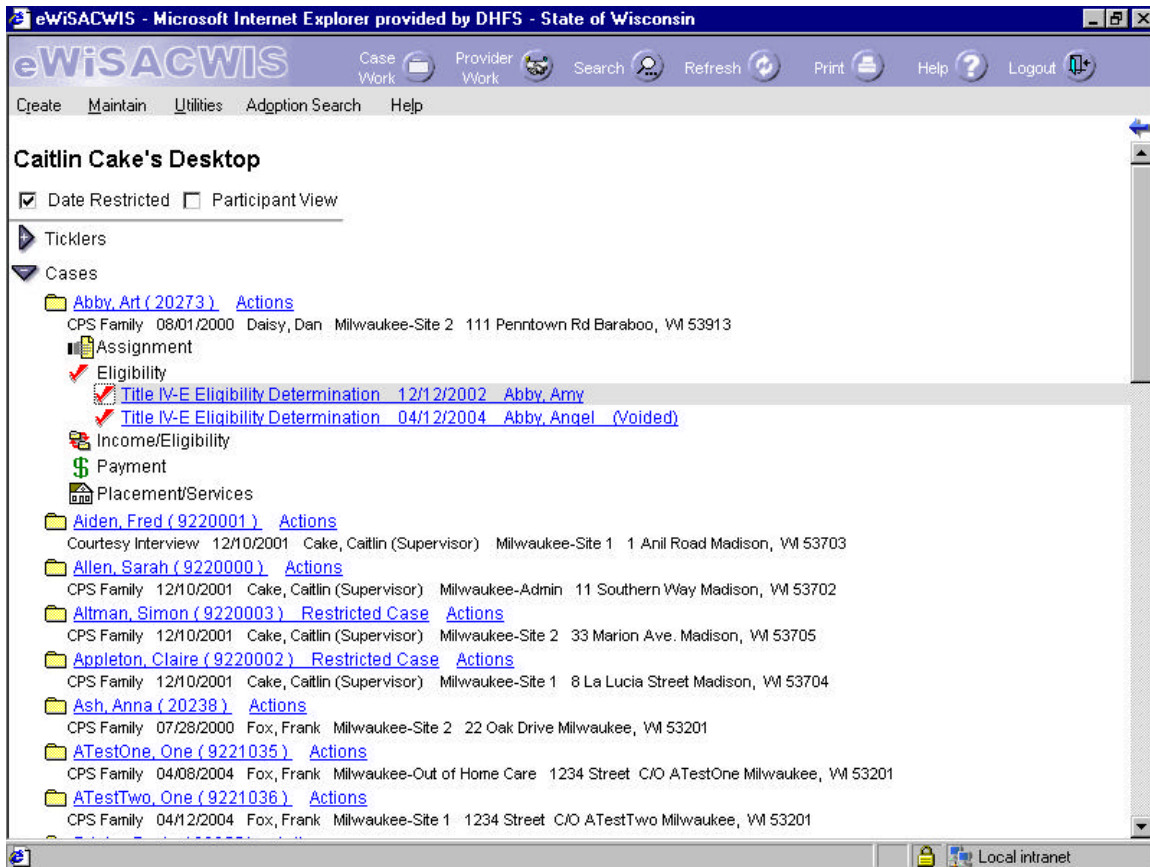


## eWiSACWIS Desktop>Eligibility Icon (Court-Ordered)
### *Step 6 of 7*

- From your eWiSACWIS desktop click on the case folder icon for the case in which you've just created the out of home placement.
- Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination row for the child you have just placed. This will open the Eligibility page for that child.

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## Eligibility Page>Basic Tab (Court-Ordered)
*Step 7 of 7*
- Enter the appropriate removal from home information and Petition/Court Order dates or Voluntary Placement Agreement date.
- Indicate from whose home the child was removed.
- Click the Search hyperlink to launch the Search page and search for the appropriate person from whom the child was removed.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Basic tab and (depending on which hyper link you selected) will populate the person you selected into the Name and/or Name of Relative field.
- Indicate the Relationship(s) of the person(s) to the child.
- Indicate whether the child was in receipt of AFDC-MA as described.
- Complete the Removal Home Address information.
- Click Options>Deprivation>Go
- Complete the Deprivation pop-up page and click Continue.
- Click Options>IV-E Referral Form – CFS-2123T>Go
- Complete the CFS-2123T form and click Close and Return to eWiSACWIS.

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- Click Options>Refer to SEU Regional Manager>Go. This will save the eligibility record and automatically refer it to the system designated Eligibility Specialist for completion.
- Click close on the Eligibility page.

## Ending a Placement in eWiSACWIS



## Placements and Services Page>Service Tab
*Step 1 of 1*
- From the Service Tab of the Placements and Services Page select: Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: "Is the End of This Child's Placement a Discharge from All Placements".
- If the Child's Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.

- Click Close on the Placements and Services page.